



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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In Reply Refer To:
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Instruction Memorandum No. CA 2002-034
Expires: 9/30/2002

To: All Field Office Managers

From: DSD, Division of Natural Resources

Subject: Land and Water Conservation Fund (LWCF) Project Submissions for FY2004 **DD: 5/7/02**

Attached for your reference is Washington Office Instruction Memorandum No. 2002-105, calling for the FY2004 LWCF Project submissions. For those offices that plan to submit project proposals, the WO IM contains the program guidance, instructions and required format that must be followed. In addition, because the FY2004 proposals must be standardized and submitted in electronic format, the following guidelines must also be adhered to:

Deadline for Submissions to the State Office: No later than **Tuesday, May 7, 2002.**

Project Narratives, Fact and Ranking Sheets: Use the forms provided in the WO IM and **do not** change the format, including font size/type, margins, etc. If the narrative and fact sheet exceed one page each, the State Office will have to edit and make omissions in order to meet the one-page limitation.

Maps: To ensure standardization, all project maps will be generated from the State Office, using GIS data that must be reviewed and updated with the assistance of the respective Field Office. All maps should reflect the following information to the extent possible:

- C Definitive project area boundary.
- C Land status including, public domain, State, private, and other Federal lands.
- C Lands acquired by BLM through purchase, exchange or donation. The map should discern between the various acquisitions methods and the type of interest acquired i.e., fee or conservation easement. For older projects, acquisitions for the last 5-10 year period will suffice.
- C Lands acquired and/or held by other project supporters.
- C Acquisition priorities, if known.

Maps of existing approved project areas will be provided to Field Offices upon request for editing purposes. Field Offices should submit revisions to the State Office as soon as possible to ensure that updates are completed in time for submission to the Washington Office. Revisions made to the GIS data should be coordinated through Fran Evanisko (CA-942). For offices without GIS capabilities, changes can be made to the paper copy and submitted to Joy Wehking (CA-930). Boundary delineations for new project areas will need to be submitted to the State Office in either hard copy or electronic format. Multiple maps may be used if necessary to show the project area in sufficient detail.

Photographs: All project photographs should include labeling to identify location, parcel, etc., and each must be submitted in two different resolutions to accommodate Washington Office needs:

- 1) Save each individual photograph to a .tif file with 72-dpi resolution for use in Power Point presentations. Each file should utilize the following naming convention:
ProjectName_pho1lr, eg. *kingrange_pho1lr*, *kingrange_pho2lr*, etc.
- 2) Save each photograph to a .tif file with 300-dpi resolution, or save a collage of photographs (not to exceed 2 pages) to a WordPerfect or Microsoft Word file, all suitable for printing high quality, hard copies for distribution. To distinguish these files from the lower resolution files, use the following naming convention:
ProjectName_phohr, eg. *Carrizo_pho1hr*, *Carrizo_pho2hr*, etc.

Project Submissions: All projects must be submitted electronically by either of the following methods:

- 1) Copy all of the files associated with the proposal to the CASO Share Drive.
- 2) Copy all of the files associated with the proposal to the LWCF Database in Lotus Notes.

Instructions for each of these methods are attached. Once this step has been accomplished, please notify Joy Wehking by email or phone.

Following the May 7, 2002, deadline, all of the projects will be reviewed and prioritized by the State Office and those that are selected will be forwarded to the Washington Office for national ranking and proposed funding in FY2004. If you have any questions on the instructions provided above, experience any problems with saving the files as directed, or need any additional assistance from the State Office in preparing your submissions, please contact Joy Wehking at 916-978-4647.

Signed
Tony Danna

Authenticated
Louise Tichy
Records Management

Attachments-2

- 1 - WO IM No. 2002-105 w/attachments (13 pp.)
- 2 - Instructions for Submitting Electronic Proposals